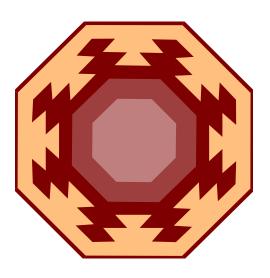
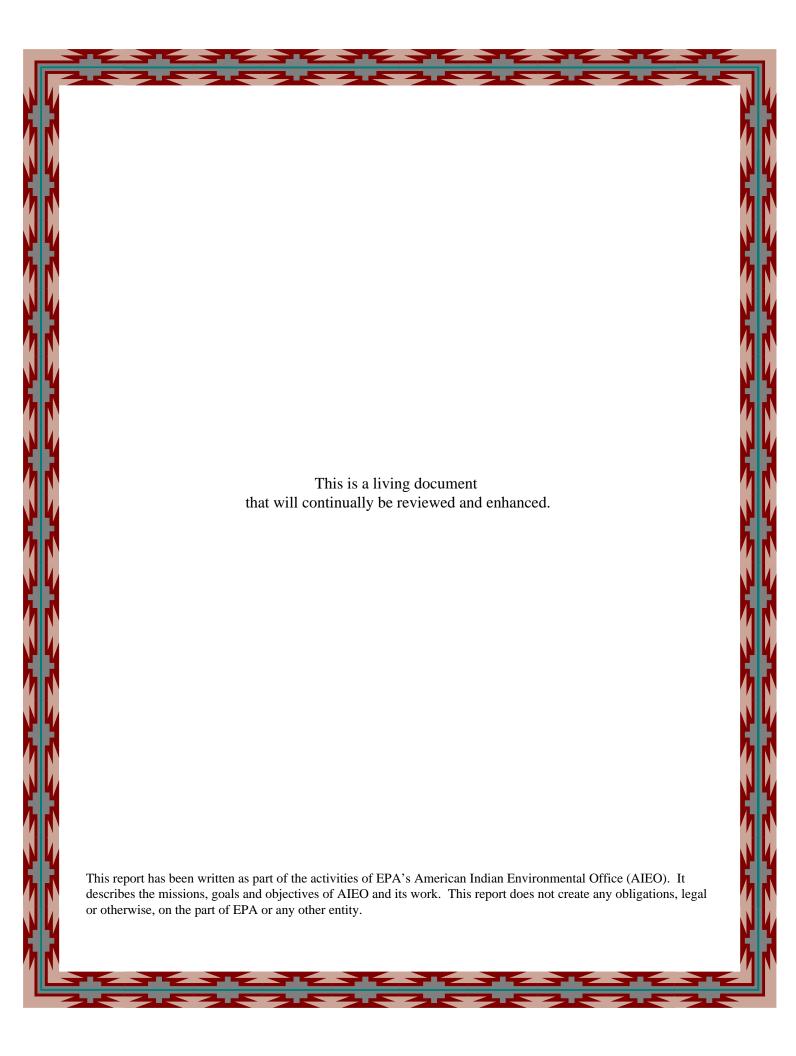
American Indian Environmental Office Tribal Plan 2004



Presented by: ______Carol J. Jorgensen, Director

Developed by: American Indian Environmental Office



VISION STATEMENT

In the spirit of respect and cooperation, the American Indian Environmental Office works with Tribal governments to protect human health and the environment.

DIRECTOR'S EMPHASIS AREAS

- Develop and implement a comprehensive EPA National Tribal Strategy
- Ensure incorporation of subsistence lifeways into EPA's decision making processes
- Enhance collaborative partnerships to ensure a unified approach to program management
- Ensure availability of accurate and comprehensive data to support quality environmental decisions
- , Ensure a consistent environmental presence in Indian country

MISSION STATEMENT

The American Indian Environmental Office leads EPA's efforts to protect human health and the environment of federally recognized Tribes by supporting implementation of federal environmental laws consistent with the federal trust responsibility, the government-to-government relationship, and EPA's 1984 Indian Policy.

American Indian Environmental Office Workgroups and Mission Statements

Senior Leadership Workgroup

Provide comprehensive, dynamic leadership with AIEO's partners on EPA's 1984 Indian Policy, and with AIEO on its mission and operations

Administrative & Resource Management Team

Create and maintain an infrastructure that consistently supports
AIEO and its customers

Legal and Policy Workgroup

Lead and advocate for the effective implementation of the federal trust responsibility and EPA's 1984 Indian Policy

Communication and Outreach Workgroup

Lead efforts to ensure effective communication, outreach, training and education to support a collaborative approach to environmental management in Indian country

Grant Workgroup

Provide funding and guidance to Regions and Tribes in support of environmental programs and activities

Research and Analysis Workgroup

Provide accurate and comprehensive information and analyses in support of Tribal environmental management efforts within AIEO,

EPA and among federal agencies and Tribes

Senior Leadership Workgroup

Mission Statement

Provide comprehensive, dynamic leadership with AIEO's partners on EPA's 1984 Indian Policy, and with AIEO on its mission and operations.

Goal 1: Ensure effective implementation of AIEO Director's Emphasis Areas.

Goal 2: Advance environmental program implementation in Indian country.

Objectives:

Collaboratively develop AIEO emphasis areas to guide internal and external efforts. Develop an EPA National Tribal Strategy.

Facilitate the government-to-government relationship between Tribes and EPA.

Ensure a consistent environmental presence in Indian country.

Goal 3: Build collaborative partnerships.

Objectives:

Ensure visitation and accessibility to Tribes.

Build and maintain awareness of the EPA National Tribal Program.

Explore and formalize potential partnership opportunities.

Goal 4: Support effective, comprehensive environmental management decision making throughout Indian country.

Objectives:

Ensure that Tribal traditional knowledge (subsistence lifeways) is an integral part of decision making processes.

Develop positions consistent with EPA's 1984 Indian Policy.

Systematically make available accurate data and information.

Goal 5: Maximize resources for the National Indian Program.

Objectives:

Collaboratively develop National Indian Program budget.

Ensure effective expenditure of federal funds.

Goal 6: Manage office infrastructure to support AIEO work.

Objectives:

Provide office direction, leadership and supervision.

Foster an effective and productive work force.

Develop and maintain internal AIEO operations plan, controls and processes.

Administrative & Resource Management Team

Mission Statement

Create and maintain an infrastructure that consistently supports AIEO and its customers.

Goal 1: Ensure effective development and utilization of resources.

Objectives:

Determine and manage budget allocations.

Effectively utilize resources.

Goal 2: Provide human resources management services.

Objectives:

Manage hiring process.

Develop and manage personnel records.

Facilitate and coordinate personnel training and development.

Coordinate the performance review process.

Ensure time and attendance accountability.

Goal 3: Ensure efficient and effective travel management.

Objectives:

Manage travel funding.

Coordinate reimbursement of travel expenses.

Goal 4: Ensure staff efficiency by effectively managing supplies, equipment & building services.

Objectives:

Maintain office supplies.

Purchase and allocate equipment.

Manage equipment repair and maintenance.

Manage building services requests.

Goal 5: Manage incoming and outgoing communication.

Objectives:

Ensure effective correspondence.

Efficient and effective management of incoming and outgoing calls.

Goal 6: Ensure the effectiveness of the Administrative and Resource Management team.

Objectives:

Ensure that the team has fun.

Ensure the team mission is accomplished.

Liaison with other workgroups.

Evaluate team operations and health.

Legal and Policy Workgroup

Mission Statement

Lead and advocate for the effective implementation of the federal trust responsibility and EPA's 1984 Indian Policy.

Goal 1: Lead and advocate for the implementation of effective environmental programs in Indian country.

Objectives:

Collaboratively implement EPA's 1984 Indian Policy.

Identify solutions for obstacles to the implementation of these programs and work towards the removal of those obstacles.

Goal 2: Realize the implementation of environmental programs in Indian country in a manner that advances and protects Tribal sovereignty, EPA's trust responsibility, and the government-to-government relationship between EPA and the Tribes, both individually and collectively.

Objectives:

Ensure that the agency continues to take affirmative steps to encourage and assist Tribes in assuming regulatory and program management responsibilities.

Ensure that the agency continues to recognize Tribal governments as the primary parties for setting standards, making environmental policy decisions and managing programs for reservations, consistent with agency standards and regulations.

Where appropriate, promote intergovernmental and interagency cooperation in the implementation of environmental protection for areas in which Tribes have an interest.

Goal 3: Assure that Tribal concerns and interests are considered whenever EPA's actions and/or decisions may affect reservation environments.

Objectives:

Ensure EPA consultation with Tribes.

Provide guidance to the Agency on actions which may have Tribal implications.

Goal 4: Ensure that EPA's actions in Indian country are consistent with EPA's regulations and policies.

Objective:

Collaboratively monitor to ensure consistency with EPA's 1984 Indian Policy.

Communication and Outreach Workgroup

Mission Statement

Lead efforts to ensure effective communication, outreach, training & education to support a collaborative approach to environmental management in Indian country.

Goal 1: Facilitate effective communication and collaboration between headquarters, regions, Tribal advisory groups and Tribes.

Objectives:

Develop and maintain a strategy and process for collaborative efforts with program offices, regions and Tribes.

Plan and coordinate Tribal Operations Committee and Tribal Caucus collaboration efforts.

Lead National Indian Workgroup (NIWG) collaboration efforts.

Provide support for Indian Program Policy Council (IPPC).

Goal 2: Promote and coordinate training that enhances cultural awareness and sensitivity for agency managers and staff.

Objectives:

Ensure "Working Effectively with Tribes" training is continuously and consistently implemented.

Ensure culturally correct information is included in training sessions.

Goal 3: Promote and coordinate training and education to build environmental technical capabilities within Tribes.

Objectives:

Ensure consistent coordination of agency efforts for education and training for Tribes. Facilitate E.O. on Tribal Colleges.

Goal 4: Promote EPA's Indian Program.

Objectives:

Produce multimedia tools to promote the EPA Indian Program. Manage AIEO Website.

Grant Workgroup

Mission Statement

Provide funding and guidance to Regions and Tribes in support of environmental programs and activities.

Goal 1: Ensure that grants related guidance is consistent and effective.

Objectives:

Ensure that Regions and Recipients are consistently aware of EPA grant policies and guidance.

Remain knowledgeable about EPA grant policies and guidances..

Coordinate with Headquarters and Regions to ensure information disseminations.

Goal 2: Enhance Regional and program capabilities to provide service to Tribes.

Objectives:

Provide support services to regional Tribal programs.

Ensure compliance with grant protocols and intents.

Advocate effective grant management practices.

Monitor Regions and Recipients implementation of grant requirements.

Goal 4: Provide assistance and technical support to other EPA Grant Programs.

Objectives:

Establish criteria for determining AIEO Grant Work Group involvement in grant proposal review.

Consult with AIEO Senior Leadership develop criteria to determine involvement in EPA grant initiatives.

Ensure that EPA Tribal policy/principles are reflected in implementation of all EPA grants.

Goal 5: Maintain effective oversight of GAP grant responsibilities.

Objectives:

Ensure timely and complete reporting on grant administration and performance by Regions and Recipients.

Prepare and present timely and complete summary reports on grant status and performance.

Research and Analysis Workgroup

Mission Statement

Provide accurate and comprehensive information and analyses in support of Tribal environmental management efforts within AIEO, EPA and among federal agencies and Tribes.

Goal 1: Design and build a GPRA information infrastructure for Tribal programs, within EPA and among federal agencies.

Objectives:

Using enterprise architecture tools, develop a system to share information within EPA and across agencies.

Develop interagency and Tribal partnerships for the exchange of information.

Enhance and expand existing Tribal information systems with additional sources of relevant GPRA data in partnership with EPA programs and Tribes.

Goal 2: Provide pertinent, sound, comprehensive analyses of Tribal information to effectively support policy and resource decisions within EPA and among federal agencies.

Objectives:

Support the EPA strategic planning process.

Support the credible analyses of environmental issues in Indian country.

Provide scientific analyses of specific Tribal issues upon request.

Goal 3: Build awareness and acceptance of Tribal information infrastructure.

Objectives:

Produce and implement a marketing strategy.

Produce and publish information materials.

Design and implement user training.

Goal 4: Manage internal quality controls.

Objective:

Ensure sound contract management practices.

American Indian Environmental Office

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